



**HOME INVESTMENT PARTNERSHIPS PROGRAM
HOUSING DEVELOPMENT & COMMUNITY HOUSING DEVELOPMENT
ORGANIZATION (CHDO) RFP HCDHOUSINGDEV&CHDO QUESTIONS
05/14/15**

Question 1:

Page 5 of the Application refers to a Certificate of Authority to Transact Business by the Secretary of State. While Our Agency has the other required documents (Certificate of Incorporation, Certificate of Existence, and Certificate of Incumbency) listed under “Legal Status”, we are not familiar with the Certificate of Authority to Transact Business. Can you please provide a sample copy?

FULTON COUNTY HOME REPLY:

A Certificate Of Authority to Transact Business is issued to foreign corporations conducting business in Georgia. Only those types of businesses should complete this form.

Question 2:

On page 15 of the Application, item #2 under Sources and Uses of Funds refers to Forms 130, 135, and 140. These forms appear to be specific to rental housing activities. Since we are proposing a for-sale homeownership project, these forms don’t seem to be applicable. Please confirm whether or not we need to complete these forms for a for-sale homeownership activity.

FULTON COUNTY HOME REPLY:

Sources and Uses of Funds Statements are required for any project in Fulton County that is receiving HOME funds. Entities may tailor these forms or substitute comparable forms to fit their proposal model. Applicants were instructed to include in their proposals project development budgets to determine whether the budget is comprehensive and demonstrates whether the development costs are necessary and reasonable. Additionally, we will ensure that the costs being funded by the HOME Program are eligible and whether the cash flow projections contained in the pro-forma are reasonable given current economic conditions.

Question 3:

On page 16 of the Application, a link is provided to HUD Form 935.28, Affirmative Fair Housing Marketing Plan. The form that appears when clicking on the link is titled “Affirmative Fair Housing Marketing Plan (AFHMP) – Multifamily Housing”. In our experience, this form typically applies to rental projects, which the title supports. Since we are proposing a for-sale homeownership project, this form doesn’t seem to be applicable. Please confirm whether or not we need to complete this form for a for-sale homeownership activity.

FULTON COUNTY HOME REPLY:

Each entity is to complete an Affirmative Fair Housing Marketing Plan based on their proposal model type. The correct Affirmative Fair Housing Marketing Plan form number for single family housing is form HUD-935.2B. The correct form for Multifamily Housing is HUD-935.2A. Both forms may be obtained from the HUD website: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/forms/hud9a

Question 4:

On page 22 of the Application, Market Study Guidelines are discussed. Because ANDP's proposed project involves single-family homes for sale located on sites that have not yet been determined, this requirement does not seem to apply. Also, on page 23, there are multiple references to rental activities. Please confirm whether or not a formal market study is required for a for-sale homeownership project.

FULTON COUNTY HOME REPLY:

This Market Study Guideline applies to entities seeking HOME funding with the exception of scattered site purchases. The objective of the market study is to demonstrate the existence of sufficient need for the proposed affordable development. The County also wants to ensure that the proposed development will not cause an adverse effect and meet the needs of the community. **Agencies proposing scattered site purchases should submit a similar document which provides but not limited to the market dynamics, financing strategies, project feasibility analysis, acquisition strategies, project and asset management and potential risks and their solutions. This document does not have to be completed by an independent third party.**

Question 5:

The Application includes two different Attachments labeled 1.11. Please confirm that the final attachment on page 34 should be numbered Attachment 1.12 (Addenda Acknowledgement Form).

FULTON COUNTY HOME REPLY:

Yes, this is a typographical error. Please label the Attachment (Addenda Acknowledgement Form as Attachment 1.12.

Question 6:

I am pretty sure that we are not to qualify (or apply as) as a CHDO. I see there are sections that apply to nonprofits and developers only. As I come across CHDO related questions I am answering "No" or "

N/A. I want to clarify that this is appropriate. And, when we get to the attachments that are CHDO specific, do we omit those sheets in our final application?

FULTON COUNTY HOME REPLY:

The information is broken down based on the type of entity applying for funds. The CHDO forms should only be completed by those entities that are applying as CHDO's. For CHDO related questions you are correct by answering No or N/A